



NORTH ATTLEBOROUGH CONTRIBUTORY RETIREMENT SYSTEM

Board Members

Craig R. Chapman, Chairman
Brian D. Brousseau, Vice-Chairman
Linda M. Catanzariti, Member
Lynn M. Carley, Member
Pedro Alves, Member

Administrative Coordinator
Megan Martinsen

Job Posting

Position: Executive Director

The North Attleborough Retirement Board is seeking an experienced, well-qualified professional for the position of Executive Director. The Executive Director will manage the operations of the North Attleboro Contributory Retirement System in compliance with M.G.L. Chapter 32 and PERAC regulations under the direction of the North Attleborough Retirement Board.

Qualifications required include:

- Significant experience working with M.G.L. Chapter 32 system (five or more years is preferable)
- Knowledge of fiscal, personnel and administrative management systems as well as payroll systems
- Experience working with investments, investment consultants and custody managers
- Strong computer skills including Microsoft Excel and Word
- Experience with PTG Pension Pro Software
- Ability to maintain a strict level of confidentiality

Duties include, but are not limited to:

- Counsel members and retirees on retirement related issues
- Calculate retirement benefits and determine eligibility for benefits
- Prepare and maintain all accounting and investment records
- Oversee the preparation of monthly retirement and administrative warrant
- Provide supervision of Board staff

Salary commensurate with experience.

Interested candidates should submit a cover letter and resume via e-mail to mmartinsen@northretirement.org or via US Mail to:

Craig Chapman, Chairman
North Attleborough Retirement Board
500 East Washington St, Box 21
North Attleborough, MA 02760

Position is open until filled.

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